



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 26, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 28, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 12, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV

Maintenance Equipment Technician  
Region 1/District 1/Maintenance  
Highways Project Implementation  
Schaumburg

Attachments  
41181

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, October 12, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Engineering Technician IV

**Salary Range:** \$4,695 - \$8,775

**Position Title:** Maintenance Equipment Technician

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW014-23-51-613-20-01

**IPR#:** 41181

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Maintenance/4051 N. Harlem Ave.,  
Chicago IL

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#### Description Of Duties:

This position is accountable for the technical guidance, training, and support for the use, operation and repair of equipment in assigned geographical areas.

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#### Special Qualifications:

##### **Required:**

- A valid driver's license
- Districtwide travel on a daily basis
- Ability to work overtime as needed

##### **The following criteria are desired:**

- An Associate degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience operating or managing a large fleet of trucks and construction equipment.
- Mechanical aptitude and ability to solve problems and work independently
- Strong oral communication skills

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#### Shift/Remarks:

6:30 am - 3:00 pm / Monday - Friday (30 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May, 2016	<b>POSITION:</b>	Maintenance Equipment Technician
<b>APPROVED BY:</b>	James A. Stumpner	<b>OFFICE/DIVISION:</b>	OHPI/District One/Schaumburg Bureau of Maintenance
<b>CODE:</b>	PW014-23-51-613-20-01	<b>REPORTS TO:</b>	Maintenance Equipment Manager

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***Position Purpose***

This position is accountable for the technical guidance, training, and support for the use, operation and repair of equipment in assigned geographical areas.

***Dimensions***

Annual Truck Operation & Repairs	\$3M - \$4M
Value of Equipment Inventory	\$500M
Annual Off-Road Service Repairs	\$600,000 - \$1M
Maintenance Equip. Storage Sites	12 – 16
Fleet Size	1000 Trucks and Off Road Equipment

***Nature and Scope***

This position reports to the Maintenance Equipment Manager as do two other Maintenance Equipment Technician, the Preventive Maintenance Equipment Technician, and an Office Coordinator.

The incumbent works closely with the Operations Supervisors and Lead Workers to insure effective, efficient equipment operation and repair by providing equipment training programs and detailed technical equipment assistance. Timely equipment repairs are essential so that work projects are completed as rapidly as possible to minimize congestion on the highly traveled highways. Working with multiple vendors and multiple maintenance team sections within the urbanized six county District One are complicates this position.

The incumbent is continually confronted with problems of determining cost benefit comparisons between new equipment purchases and/or repair of existing equipment, evaluating the validity of proposed maintenance repair costs, and determining the types of repairs that are appropriate in terms of satisfying immediate needs as compared with long term benefits. The incumbent must also determine the type and frequency of inspections to be made so as to ensure proper maintenance. The greatest challenge of this position is to continuously optimize the use of maintenance equipment in the assigned geographical area.

The incumbent is involved in all facets of major equipment repairs: determining need, arranging for in-house or outside repair, procuring special repair parts, approving invoices for payment, obtaining and disseminating the most current information on repair techniques, and inspecting and approving all new incoming equipment.

The incumbent performs duties within budgetary and purchasing act restraints, recommends to the Equipment Manager repairs requiring emergency affidavits or local lettings, and authorizes the type of repairs required and where the repairs are to be performed.

The incumbent maintains daily contact with the Operations Supervisors, Lead Workers, mechanics, equipment vendors and manufacturers, as well as Department of Central Management Services personnel. The incumbent is responsible for conducting twice-annual equipment inspections at all District Maintenance field headquarters,

inventory verification and reconciliation, and disposal of junk and obsolete items in accordance with State Policy. Districtwide travel on a daily basis is required.

The effectiveness of this position is measured by the incumbent's ability to effect timely equipment repairs at the most economical cost.

***Principal Accountabilities***

1. Ensures effective expenditures of budgetary funds for truck and major off-road equipment repairs.
2. Provides training for personnel on equipment operation and repairs.
3. Provides appropriate solutions to technical equipment problems.
4. Provides training and guidance in the safe use and maintenance of equipment.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.